

Scoil na Maighdine Mhuire **Enrolment policy**

Introductory Statement

The original policy was drafted by the Staff of the school as part of an In service planning day with the assistance of a SDPS facilitator.

It was drafted in compliance with relevant legislation in relation to enrolment. It was reviewed in January 2007.

Rationale

To help meet the needs of the potential school community in a changing educational / social environment.

To fulfil the DES's directives outlining the necessity of an enrolment policy for all schools.

Aims

That all Staff are clear on the enrolment procedures.

That all parents/ guardians understand enrolment procedures and their responsibilities to provide school authorities with relevant information on the child.

To be compliant with legal requirements.

To ensure the school has comprehensive records of all children.

Guidelines (content of policy)

Applications for enrolment are accepted at anytime.

Applications are invited in January through local newspapers, Clare FM, the school newsletter and the parish newsletter.

An open day for new parents is held in February. Parents are addressed by the Principal, the chairperson of the Parents Council and the chairperson of the Board of Management. Parents receive a guided tour of the school. Enrolment forms and the school welcome booklet are distributed and explained and general queries answered. A copy of important policies including the enrolment policy, the code of discipline and the Internet usage policy are included in the welcome pack. Refreshments are served. Parents then have a chance to meet members of staff.

Children must be at least four years old to be enrolled in Primary school. In the event of the number of applicants exceeding the number of available places at the school, placement will be decided under the following criteria:

1. Siblings of current students
2. Children of staff members
3. Eldest in families
4. Siblings of past pupils
5. Children of past pupils
6. Other applicants who do not meet the criteria outlined above.

Parents and new entrants are invited in to the school in June. Children are introduced to their new teacher and to each other, and generally familiarise themselves with their new classroom.

New entrants will be enrolled up to September 30th if they reach their fourth birthday during that period.

No child will be discriminated against on grounds of gender, race, socio-economic background or disability.

The school will endeavour to meet the needs of all children, including those with special needs in so far as the DES will provide the resources necessary.

Parents of children with special need are required to furnish the school with all the necessary reports / documents relevant to the child's condition.

The school will inform parents on the facilities and resources available to meet their needs of their children.

Parents of children transferring into the area follow the same procedure of application as outlined above and may be enrolled at any time during the school year

Success Criteria

Successful enrolment of children.

An atmosphere where parents are happy that children are in a safe and happy environment.

Roles and Responsibility

Principal and Secretary :

- Advertisement of open day in media
- Insertion of invitation in Parish Newsletter in January.

Principal:

- Organisation of Open Day
- Meeting with parents who may have questions or concerns
- Insertion of invitation in School Newsletter

Chairperson of Parents Council

- Organisation of refreshments on Open day
- Address to parents on Open day

Junior Infant Teacher:

- Induction of new pupils

Class Teachers:

- Induction of new pupils to their classes as need arises.

Timeframe for Implementation

Currently implemented

Timeframe for Review

As needs arise

Legislation may necessitate review.

Ratification and Communication

This policy has been ratified by the Board of Management and available for all parents to view in Secretary's office.

Signed: _____ (Chairperson, Board of Management)

Date: _____